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ABSTRACT

The results of an informal survey of the characteristics, composition, capacity building needs and future directions of sixty Cambodian, Laotian and Vietnamese Mutual Assistance Associations (MAAs) are documented in this report. Included among the survey findings are the purposes, current achievements, and future goals of the associations, capacity building needs, organizational characteristics, the resources of the associations and their networking and cooperative relationship with other organizations and among members. Results of the survey compared the associations according to funding status, regional (geographic) differences, and ethnic differences. Survey conclusions asserted that there is a need for more support services, alternative funding sources, and immediate assistance in grants management, staff development and training, program administration, and capacity building assistance among all MAAs. It was also found that there are significant differences in composition, size, and interests among the various ethnic groups, and important regional differences among MAAs and the organizations evidence an interest in coalition building. (Author/JCD)

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THE INDOCHINESE MUTUAL ASSISTANCE ASSOCIATIONS

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Characteristics, Composition, Capacity Building Needs, and Future Directions

Indochina Refugee
Action Center
March 1981

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PREFACE

Since 1975, more than 500[1/] self-help groups have been created within the Indochinese refugee community in the United States. These groups vary widely in purpose and orientation. Some of them are primarily cultural, religious or political Associations; others range from fraternal, social, or recreational groups to professional societies, senior citizen organizations, or student groups.

Fraternal and religious groups -- both of which base their strength on membership -- are extremely necessary to the successful social adjustment of individual refugees. Because of the leadership role monks and priests have traditionally played in Indochina, the importance of religious groups especially cannot be overestimated. Many of these groups continue, in the United States, to give valuable emotional and culturally effective support to incoming refugees.

The more professional, service-oriented organizations aim at running service programs for refugees which are funded by government and private sources. This type of Association is often a small group of professionals with a constituency of clients.

During the past year, a small amount of federal funds became available to enhance the administrative and technical capacities of the Indochinese Mutual Assistance Associations (MAA's) to deliver services and to assist them in providing services to their

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1/ To date, the Indochina Refugee Action Center (IRAC) has been able to identify approximately 340 Vietnamese Associations, 75 Cambodian, 45 Laotian, 35 H'Mong, 5 Associations of ethnic Chinese from Indochina, and a number of mixed ethnic groups whose members come from Vietnam, Cambodia and Laos.

respective communities. Under National Demonstration Project funds from the Office of Refugee Resettlement (Department of Health and Human Services), twenty-two Indochinese MAA's across the country were each awarded grants of up to $50,000. These Associations have already begun providing services that complement existing programs available to refugees within their local communities.

In addition, HHS/ORR has funded the Cambodian Association of America to help with the resettlement of an anticipated 10,000 Cambodian refugees due to arrive in the United States during FY '81. Building upon combined strengths and experiences of the voluntary resettlement agencies and local Cambodian MAA's, this project will involve about a dozen Cambodian communities in expanding resettlement opportunities and supportive services to newly arriving Cambodian refugees.

Finally, the federal ACTION agency has initiated a mini-grant program through which MAA's are eligible for grants of $5,000 to $10,000 for the purpose of stimulating volunteer activity within the indigenous refugee community. Unfortunately, no funds for the mini-grants have been appropriated for FY '81.

This small amount of funding provides support to relatively few of the 500 MAA's in America. It is, however, an important beginning.

Many MAA's have been organized within the last two or three years and are struggling to function on behalf of their communities. These Associations currently need -- and will continue to need -- encouragement, financial support and training if they are to provide the kinds of service of which they are capable.

An investment in the future of self-help is in the finest tradition of this country's historic response to all refugees and immigrant groups. It is only within a refugee's own ethnic community that lasting, long range services can lead to successful socio-cultural transition and economic self-sufficiency within the American society. Therefore, it is essential, as well as cost-effective, that the potential contribution and resettlement role of the MAA's be nurtured and developed.

INTRODUCTION

During December 1980, the Indochina Refugee Action Center conducted a survey to ascertain the characteristics, composition, capacity building needs and future directions of sixty Cambodian, Laotian and Vietnamese Mutual Assistance Associations (MAA's). Included in the survey were twenty-six Vietnamese, ten Khmer, ten Laotian, nine H'Mong and five multi-ethnic[2/] Associations. This survey sample is only a small number of the many hundred MAA's across the country. Even in relation to the approximately 325 Associations that had already been identified as actively working within their various refugee communities, these sixty Associations still represent a mere 18.5 per cent of that currently known total. Therefore, survey findings cannot be assumed to be entirely definitive for the whole body of Indochinese MAA's.

2/ The multi-ethnic category includes Associations of ethnic Chinese from all three countries of Indochina, as well as Associations whose Board (and staff) is composed of Khmer, Laotians and Vietnamese.

Although the survey procedures employed were carefully developed and implemented, it is important to note that this was an informal survey.[3/] MAA's surveyed were chosen to assure an ethnic mix, geographic diversity, and funding-status differences. Therefore, random selection techniques were not used. Results of the survey reflect information supplied by Association leaders themselves. Some of the more subjective questions necessarily represent the opinions and self-assessment of those who are currently leading the Associations.

The survey, while not purporting to be scientific, provides valuable insight into the rich, complex, and diverse world of MAA's. The findings detailed in this report suggest that MAA's have great capacity to continue to grow and serve their own communities; at the same time, MAA's desperately need help in order to realize their full potential.

Some initial conclusions which emerged from the survey include the following observations:

- All Associations expressed tremendous need for developing a variety of means to obtain more resources than are currently available to them to support their programs and provide direct services.

- It appears that, at least in some instances, MAA's are tending to develop only those programs which they consider fundable by governmental sources, rather than seeking alternative funding in support of projects which address the refugee community's priority needs.

- All MAA ethnic groups have capacity building needs; Texas and the D.C. area indicated especially great needs.

3/ A copy of the Survey Instrument used for both telephone and personal interviews is attached as Appendix C.

- Previous capacity building assistance to MAA's appears to have been most effective when individualized, in-depth and relevant training was given, and when there was follow-up through continuing personal contact.

- There are significant differences in composition, size, and interests among the various ethnic groups. H'Mong Associations, for instance, are usually large, cohesive groups, most concerned with providing very basic English language and vocational training. At the opposite extreme are the Vietnamese Associations which tend to be small groups of highly skilled professionals (with little need for management training or accounting), most especially concerned with upward mobility and preservation of cultural identity.

- Important regional differences exist among the MAA's. For instance, Washington/Oregon Associations seem to have had far more local acceptance and help from churches, voluntary agencies and individuals. Texas and D.C. area Associations, by and large, have had very little assistance of any kind and are under-represented on the recently appointed State Refugee Advisory Councils; California Associations, most of which are currently social service-oriented, have the most funding, paid staff and overall representation on the various advisory bodies.

- The twenty-two MAA's recently funded by ORR are in great need of immediate and timely assistance in the following areas:

  o grants management;

  o staff development and training; and

  o program administration.

- Many of the older Associations evidence a growing interest in working together -- often in the form of loose coalitions -- both to provide capacity building assistance to other MAA's and to have a stronger voice in shaping their own destiny.

In order that the information gathered through this survey can be used to design appropriately tailored capacity building programs, survey results have been analyzed along three different lines as

illustrated in Table I: Percentages of MAA's Surveyed, By Ethnic Group (page vii); Table II: Geographic Location of MAA's (page viii); and Table III: Funded versus Non-Funded MAA's (page ix).[4/]

The survey results and their analysis have been organized into the following five sections (which correspond to categories of questions contained in the Survey Instrument):

I. Purposes and Achievements of the Associations

II. Capacity Building Needs

III. Organizational Characteristics

IV. Resources of the Associations

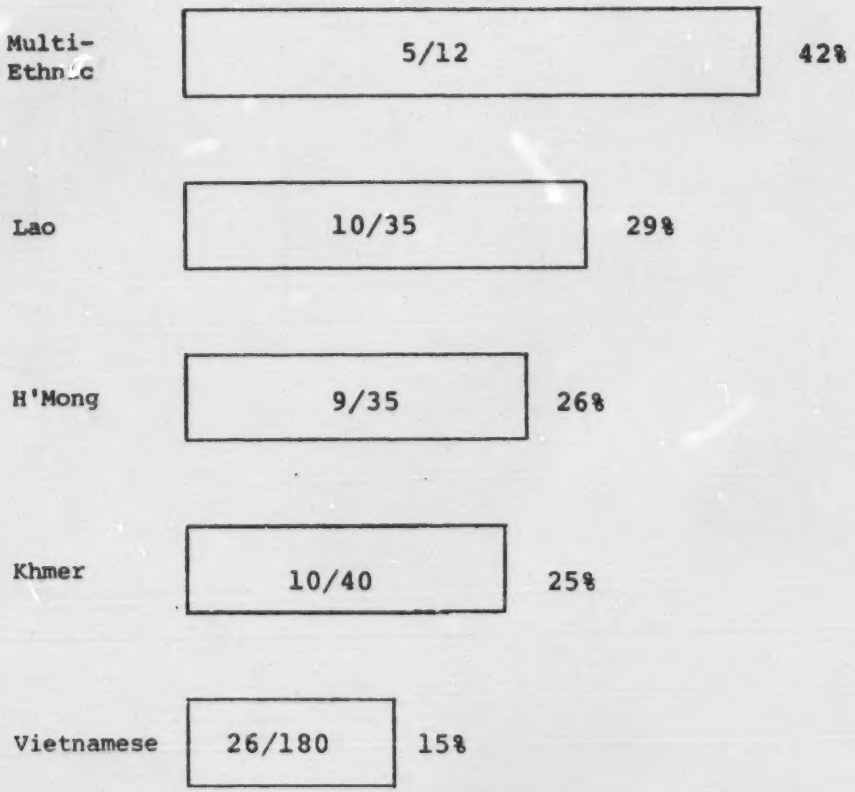
V. Networking/Establishing Linkages

4/ A more detailed explanation of the above categories is contained in a section that describes the methodology (Appendix A-1).

/ Table I /

PERCENTAGES OF MAA'S SURVEYED, BY ETHNIC GROUP

(Active only)



/ Table II /

GEORGRAPHIC LOCATION OF MAA'S

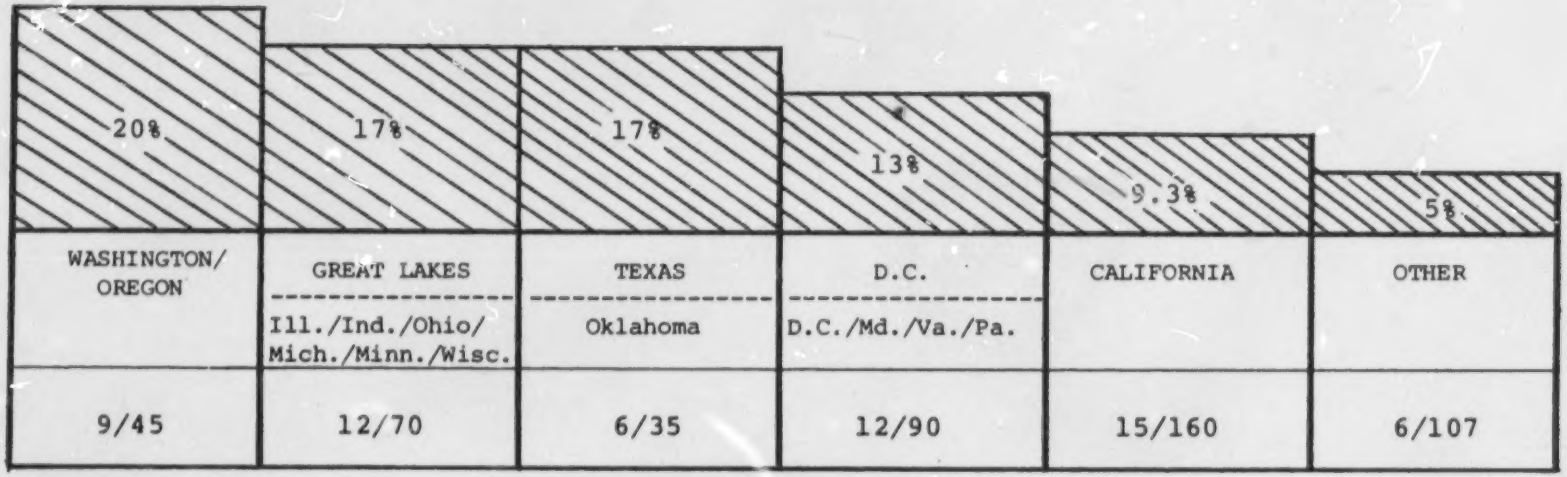


Table III

FUNDED VERSUS NON-FUNDED MAA'S

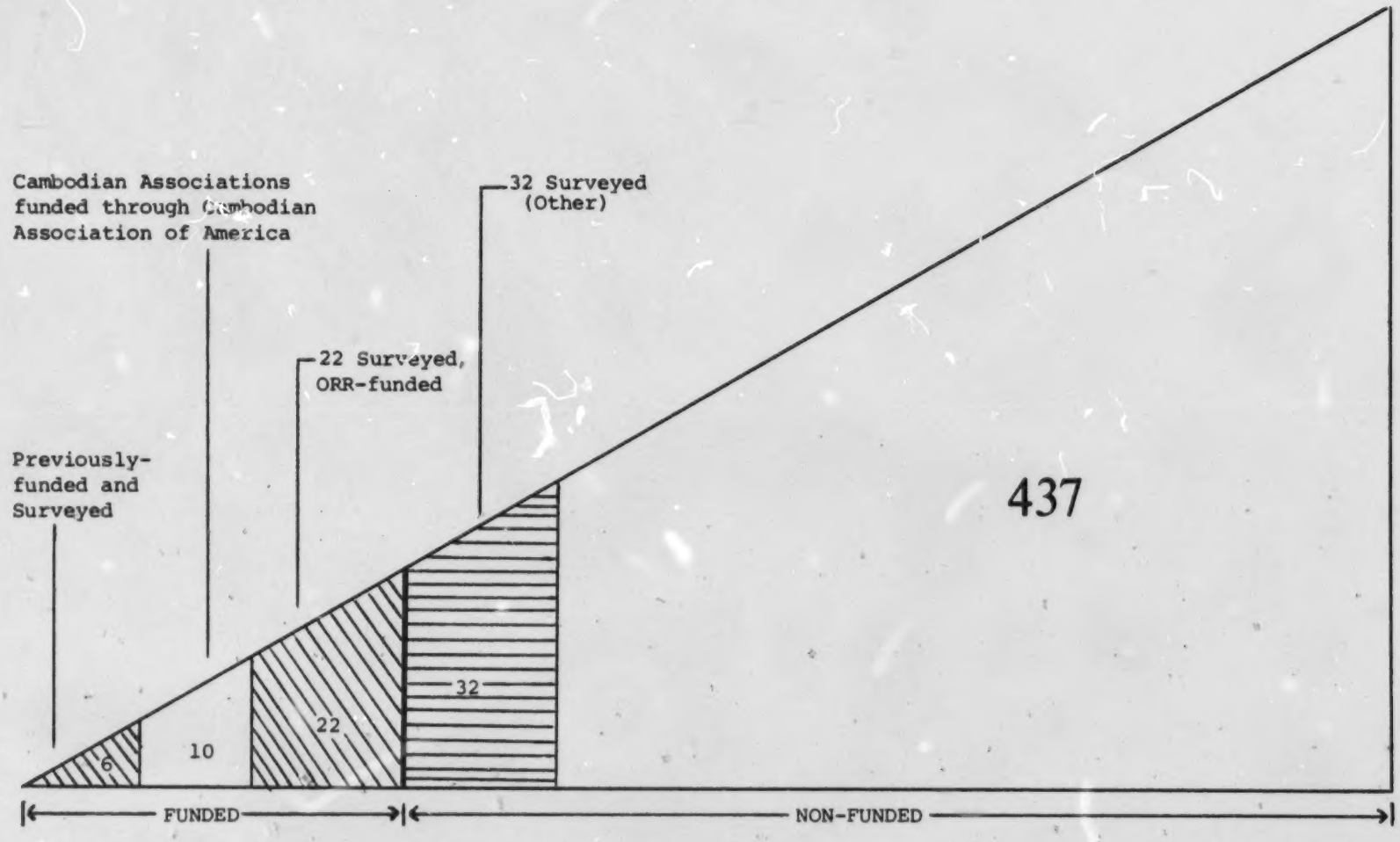


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Table III

SURVEY FINDINGS

I. PURPOSE AND ACHIEVEMENTS OF THE ASSOCIATIONS

Leaders of the MAA's were asked to talk about the purposes of their Association, enumerate major achievements over the past year (listing any goals that had not yet been accomplished), and indicate what, in their opinion, had been the impediments to doing more or functioning better. Association leaders usually responded by describing immediate plans of activity to help members of the refugee community and speculating on the role of their Association for the next five years.

Due to the open-ended nature of the questions in this part of the survey, respondents had the opportunity to provide diverse, and often multiple, answers. The sequence of questions, beginning with the past (purpose for which the Association was originally founded), coming to the present (achievements and goals), and leading into the future (immediate plans and role five years hence) evoked responses which suggest that MAA's themselves seem to be evolving naturally toward providing progressively more refined services or activities such as:

- Social and resettlement services, which includes most services currently fundable through either the Title XX mechanism or the federal refugee program: orientation, manpower and employment services, ESL, social adjustment services, naturalization, legal assistance, etc.;

- Cultural heritage and educational activity that focuses on cultural preservation and retaining cultural integrity;

- Professional services that deal with professional training and recertification and upward mobility; and
- Capacity building for other Associations and advocacy by working together and forming coalitions.

A. Purpose for which the Association was Founded

The MAA's surveyed stated their general purposes to be:[5/]

- o 80% - social/fraternal[6/]
- o 68% - educational/cultural
- o 13% - professional
- o 12% - religious

Ethnic differences may be significant here. All Lao and a vast majority of the Khmer, H'Mong and multi-ethnic Associations listed social/fraternal as their purpose, with a smaller percentage of the Vietnamese indicating so. Educational/cultural responses showed a similar pattern.

Regional differences were important in that all MAA's in Texas, and most in the Great Lakes and Washington/Oregon areas were social/fraternal organizations; the D.C. metropolitan area Associations ranked far lower in this category. Educational/cultural MAA's were found predominantly in Washington/Oregon, with fewer in D.C. and Texas, and even less in California and the Great

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5/ Because MAA's frequently gave multiple answers to questions in Part I, percentages here do not total 100%.

6/ An elaboration on types of MAA's is contained in IRAC's December, 1980 paper entitled "The Indochinese Mutual Assistance Associations".

Lakes area. Most striking, however, was the preponderance of Associations in the D.C. area listing professional as their purpose.

There were interesting differences between those Associations recently funded by ORR, 7/ previously-funded Associations, and those that have little or no funds. A great number of the recently-funded and non-funded Associations listed their purpose as social/fraternal, in contrast to only one third of the previously-funded Associations. The fact that so many more previously-funded Associations chose culture/education as their stated general purpose may indicate a growing importance of cultural preservation and educational activities focussing on retaining cultural heritage.

B. Current Achievements

Associations were asked what they had achieved over the past year. Their responses were as follows:

- o 65% - social service delivery
- o 50% - preservation of heritage and cultural education activities
- o 23% - building the Association
- o 8% - the provision of professional and related services

Considered with the results in the discussion of Association purposes, these findings suggest that certain organizations have not been able to translate their stated primary purpose into concrete

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7/ For a fuller explanation of the ORR National Demonstration Project for MAA's, please refer to the federal "Request for Proposal" announcement in Appendix D.

achievements. For instance, the Lao and H'Mong Associations' actual record in the provision of cultural heritage and education services was less than 20% -- lower than might have been expected from their stated purpose. Similarly, MAA's in Texas showed lowered achievement rates in terms of social service delivery (50%) and cultural education (17%). In all other cases, established patterns (as broken out below) remained constant:

- Social service delivery:

  Khmer, multi-ethnic, Lao and, to a lesser extent, H'Mong all reported high levels of activity in this area with the Vietnamese citing lower levels. Most service provision is occurring in Washington/Oregon, the Great Lakes and California, with very little in Texas, and virtually none in D.C.;

- Preservation of heritage and cultural education:

  Vietnamese, Khmer and multi-ethnic identified this section most often, while Lao and H'Mong were less concerned with cultural preservation. Most activity in the Great Lakes, D.C. and Washington/Oregon, with less in California, and hardly any in Texas;

- Professional and related services:

  Activity was primarily limited to Vietnamese Associations in the D.C. area;

- Building the Association:

  Multi-ethnic and H'Mong identified this area most frequently, followed by Vietnamese, Lao and Khmer. There were no important geographic differences.

Variations between the achievements of recently-funded, non-funded and previously-funded Associations in terms of social service delivery showed all six previously-funded Associations reporting action on their projects, with the recently-funded and non-funded indicating about half that.

C. Goals and Impediments Towards Accomplishing those Goals

We asked MAA leaders to elaborate on specific services needed by their own refugee community, emphasizing those activities that might most appropriately be done by MAA's. Their responses indicated that -- although MAA's would like to very much -- they have been UNABLE to provide the following:

- o 37% - social and resettlement services, on a regular basis
- o 18% - cultural heritage and educational services
- o 15% - professional training and employment opportunities for refugees
- o 12% - building and expanding the Association

Most striking were the reasons respondents cited for an inability to implement their goals:

- • 67% - lack of funding
- • 18% - lack of staff and staff time
- • 13% - relative unreadiness of the Association
- • 5% - lack of acceptance by the "system"

The major outstanding ethnic differences were that the majority of the Lao MAA's indicated an inability to provide regular social services, while about a third of the Vietnamese and multi-ethnic groups stressed their inability to provide professional training for refugees.

Ethnic and regional differences regarding impediments were not major; differences between funded and non-funded Associations

were interesting in that only the previously-funded ones mentioned lack of acceptance by the system as being a major barrier to progress, perhaps reflecting cross-cultural problems between Indochinese and Americans, and a general lack of definition of their respective resettlement roles.

D. Immediate Plans for Association Activity

MAA's indicated that they had immediate plans for providing assistance to their communities in the following areas:

- o 75% - social services
- o 25% - cultural preservation
- o 17% - professional training
- o 17% - capacity building needs

Concerning social service provision, there were differences among the various ethnic groups. Khmer, however, stand out on cultural preservation plans with fully half of their Associations responding positively. All others were far lower; H'Mong and Lao, in fact, had no cultural preservation activities planned.

The regional breakdown showed that more MAA's in Washington/Oregon and California plan to implement social services than those in D.C., Texas and the Great Lakes. D.C. and California MAA's are planning the most cultural preservation activity and D.C. MAA's once again show the most interest in professional training for refugees.

Recently-funded Associations were predictably high on social services (95%), with about two-thirds of the rest planning to

provide these services. Two previously-funded Associations were interested in professional training. Again, half of the previously funded Associations expressed plans for Association capacity building, including provision of technical assistance and forming coalitions.

E. Future Role

Nearly half the Associations stated they want to be providing social services five years from now; 12% imagine developing the MAA into a resettlement contractor. Similarly, one-third would like to act as a focus for the refugee community, most often citing the form of a community center. Many of the same MAA's identified wanting to preserve cultural heritage and values and foster understanding between themselves and the surrounding American community (also feasible through the mechanism of a community center).

In addition, more than a quarter of the Associations mentioned capacity building as their future role. Professional training and upward mobility were cited by 15% of the Associations to help refugees find a place for themselves in the society.

As far as the future role of the Associations is concerned, ethnic differences remained consistent to the patterns that have already emerged. Lao, H'Mong, Khmer, and multi-ethnic were most interested in basic social service provision, with Vietnamese stressing concern for upward mobility (professional training and access to better jobs).

Regional differences remained constant, with Washington/Oregon leading the way on both social service provision and community centers.

Differences between the funded and non-funded Associations showed no important change except in the case of previously-funded Associations which expressed the most interest in cultural preservation, community centers, capacity building and advocacy, and upward mobility for refugees.

II. CAPACITY BUILDING NEEDS

This section of the survey was designed to assess the capacity building needs and experiences of the Indochinese Mutual Assistance Associations. The survey results indicate that MAA's have capacity building needs in the following topical areas:

- Funding
- Program Development
- Administration
- Community Organizing
- Organizational Development
- Specific Program Areas requiring assistance

A. Funding

Overwhelmingly the MAA's surveyed stated that funding was the greatest area of need. About 95% indicated they need information on access to funding sources and 90% would like assistance on developing fund-raising skills.

Ethnic differences illustrate that all the Khmer and H'Mong, plus the vast majority of the Lao and Vietnamese, with slightly fewer multi-ethnic Associations, need assistance with funding.

Geographic breakdowns pinpoint Texas and the Great Lakes as areas of greatest need, followed by D.C. and California. Washington/Oregon is interesting in that, although all Associations

there desire access to funding sources, more than a quarter of them already have some local fund-raising expertise.

As might have been expected, all the non-funded Associations expressed need for help with funding, next the recently-funded and last, the previously-funded.

B. Program Development

In the area of program development, a vast majority felt the need for assistance in designing specific programs (78%), writing proposals (also 78%) and evaluation design (73%). Fewer MAA's (38%) identified the need for formal needs assessments to document a legitimate need, design a project and get it funded. Instead, many leaders felt that they already knew the needs of their own people, and therefore did not consider needs assessments a high priority.

Outstanding ethnic variations in the program development category showed all the H'Mong and Lao Associations, in particular, stressing a need for proposal writing assistance. In addition, all Lao Associations expressed a need for help with the design of specific programs.

The two needs, stated above, plus evaluation design, were paramount in the Texas area with all Associations requesting help; other areas slightly lower, D.C. very low. We noticed that more than two thirds of the Associations in Washington/Oregon understood the importance of a needs assessment (as opposed to very few in other areas -- hardly any in D.C.).

C. Administration

Within the administrative category, 82% of the MAA's identified grants management as an important need. Other needs stressed by the respondents included: preparing for audits (73%); financial planning and budget (70%); management training (65%); accounting (55%); and bookkeeping (52%).

Ethnic variations were interesting in that substantially fewer Vietnamese Associations felt a need to train managers; other ethnic groups expressed more than twice that level of interest. All H'Mong and Lao needed help with financial planning and budgets, while other ethnic groups identified this need about half as often.

Regional differences reinforced these trends: D.C., with its predominance of Vietnamese Associations, expressed a very low proportion of need in all administrative categories. Surveyed associations in Texas, on the other hand, expressed consistently high levels of need for all types of administrative training.

With the exception of the recently-funded Associations' emphasis on grants management, audit preparation and training for managers, the administrative needs of both the previously-funded and the non-funded Associations conformed to the aggregate pattern outlined above.

D. Community Organizing

In terms of community organizing, a substantial percentage of the Associations indicated a need for locating, managing and training volunteers (72%), utilizing resources within the community (68%), and joining forces with others who have similar goals (65%).

Variations on the need for community organizing expertise were as follows: the H'Mong, Lao and Khmer Associations consistently showed the highest acknowledgement of need, as did Texas and California, with D.C. the lowest.

E. Organizational Development

Responses under this category once again reinforced the necessity of training; over three quarters of the Associations surveyed indicated a need for staff development and nearly as many (62%) wanted training for their Boards of Directors. Almost half the Associations would like help with a membership drive. Although only a small number of Associations surveyed indicated a need for assistance with incorporation, statistics from the survey show that 20% may require assistance with the more complicated Federal Tax Exempt Status.

Once again, ethnic differences within this category followed the consistent patterns: Lao and H'Mong were high; others lower; Vietnamese lowest.

All regions expressed a great deal of need for staff development: California at 100%, and Washington/Oregon at 88%. Texas ranked highest on the need for membership drive assistance; California interest was very low.

Previously-funded and non-funded Associations had the greatest interest in staff development. Previously-funded Associations in general were less concerned with membership.

F. Specific Program Areas Requiring Assistance

With regard to specific service delivery programs either currently being provided, or to be planned in the near future, MAA's expressed need for assistance in the following program areas:

- 67% - Social adjustment activities
- 65% - English-as-a-Second-Language (ESL) programs
- 58% - Family counseling
- 55% - Orientation
- 53% - Employment services
- 50% - Information, referral and outreach
- 43% - Cultural activities
- 42% - Vocational training programs
- 40% - Health-related services
- 12% - "Other" program areas such as programs designed to solve housing problems, especially rental housing for large families; legal referral services and orientation regarding legal rights and responsibilities; programs that focus on ethnic leadership development and establishing stable ethnic communities; and methods to access public agencies that would include information on dealing with these agencies as well as means of utilizing the services and facilities which are currently available.

Variations within the specific service delivery categories showed that H'Mong Associations (100%) overwhelmingly need assistance with development and implementation of pre-ESL programs and social adjustment services.

Regional differences indicated that MAA's in California (73%) and Texas (67%) expressed greater need for program development

assistance; D.C. (25%) and Washington/Oregon (22%) expressed a lower level of concern in this area.

Previously-funded Associations requested significantly more assistance in program areas than non-funded and recently-funded Associations.

G. Priorities

When asked to rank the technical assistance categories in terms of the three most pressing needs for capacity building assistance, Associations overwhelmingly chose funding (82%). In fact, 60% indicated funding to be THE top priority. Next most essential was the related activity of program development, selected as the number two priority by 30%, and as one of the top three by 63%. Administration was chosen as the third ranked priority by 25% and was rated as being one of three top priorities by 48% of the surveyed Associations.[8/]

H. Previous Experiences With Technical Assistance

Given the above three priorities, one must consider the kinds of Association capacity building and technical assistance that have already been rendered. In the past, technical assistance has been

8/ Appendices A-3 and A-4 illustrate capacity building priorities and needs in general.

primarily concentrated in two forms, each of which could, potentially, meet one or two of the three priority needs indicated in this survey:

- Advice and information concerning preparation for, and actual assistance with grant writing;
- Training sessions on various organizational and program development topics.

To find out what kinds of assistance have been most helpful, the survey asked respondents to give their comments and suggestions concerning previous assistance with proposal (and pre-proposal) writing, as well as training rendered through the mechanism of workshops or seminars. These responses are discussed in two different sections so that the outstanding ethnic, regional and funded versus non-funded differences may be discerned.

1. Grant Writing

Nearly one-third of all the Associations surveyed had received some form of grant writing assistance, the majority of which came from individuals. More than a third of the multi-ethnic, Vietnamese and H'Mong Associations had benefitted from this kind of help, in contrast to only 20% of the Khmer and Lao Associations. Of the six ORR-funded Associations not located in our targetted geographic regions, five have had proposal writing assistance; and a great majority of the Washington/Oregon Associations had received similar assistance. All other regions reported very small amounts of grant writing aid. Among the recently-funded Associations, nearly half were fortunate to have had help with their proposals.

What stands out is the importance of continuing personal contact and the provision of effective help from local communities. These persons were known to and trusted by the MAA's and could be counted upon to care about their future. In fact, aggregate statistics on technical assistance illustrate an essential dynamic: help for nearly half of the surveyed Associations came from the private sector. Breakdowns of assistance of all kinds show the following private sources:[9/]

- 27% - Individuals
- 10% - Churches
- 10% - Voluntary Agencies
- 12% - Other groups

Because ORR-funded projects like ACTION and I-TAP (Indochinese Technical Assistance Project) cannot directly help individual MAA's write proposals, private sector assistance is vital.

2. Workshops

With the exception of the grant writing workshops conducted by HEW during 1979, workshops have been relatively under-utilized to date. Although Associations included in this survey represent some of the most active, less than a third of them have attended workshops or seminars of any sort. In California and Texas, where

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9/ We would like to note in passing that the most help with proposal-preparation has come from the Washington/Oregon area (one third: individuals; another third: churches), and that, considered together, individuals, churches and voluntary agencies have given most of their help to the multi-ethnic Associations, then to the Khmer and the H'Mong.

the majority of technical assistance workshops are currently being conducted, the statistics show that in California two thirds of the surveyed Associations had attended workshops, in Texas, only one third attended. One third of the Associations in D.C. had participated in workshops; Washington/Oregon MAA's had an attendance rate of only 11%; Great Lakes, only 8% and other-area Associations: 0%.[10/]

Ethnic breakdowns indicated similarly low levels of interest: multi-ethnic groups and Khmer: 40%; Vietnamese, 31%; H'Mong, 22%; Lao, 20%.

There is the possibility, however, of some relationship between attending a federally-sponsored workshop and the receipt of a federal grant, because two thirds of the previously-funded Association leaders had attended government-sponsored workshops, in contrast to only one third of the recently-funded, and very few of the non-funded.

Workshops alone do not seem to be enough to build the capacity of the Indochinese MAA's to help in the successful resettlement and adjustment of their own people. An indication of this is the relatively low response among surveyed Associations to the I-TAP workshops being held in California and Texas (with attendance rates of only 40% and 33% respectively).

I-TAP workshops in Texas covered organizational development, small business management, information and referral, and fund-raising. Association participants commented that the information given was helpful but very general, and some suggested that more

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10/ Six recently-funded Associations included in this survey are not located within one of the five targetted geographic areas.

immediate issues such as accounting and attaining tax exempt status could have been addressed.

In California, the I-TAP workshops attended by surveyed Association leaders covered: organizational development, tax exempt status, administration, program development, community organizing and leadership training. Several Associations in the survey reported that the session on program development was good and helpful. It was generally clear through the interviews that -- for lasting results -- any workshop format must also have a follow-up component which provides one-on-one assistance by means of direct contact between a consultant or specialist and the MAA.

III. ORGANIZATIONAL CHARACTERISTICS

This section dealt with the history of the Associations -- how long they have been in existence, the presence or absence of incorporation and tax exempt status -- membership composition and structure of the Association, the number of members and Board members, frequency of meetings, and methods of communication within the community.

A. History

Two thirds of the surveyed Associations were more than three years old; all but two had been incorporated; Federal Tax Exempt Status had been granted or was pending for 83% of the Associations; 80% either had or are waiting for the Federal Employer Identification Number necessary to receive federal grant funds.

Ethnic differences in terms of percentages of Associations in existence longer than three years were logical given refugee flows into the U.S.: multi-ethnic (80%), then Vietnamese (69%), next Khmer and Lao (60%), followed by H'Mong (44%). All of the surveyed multi-ethnic and Khmer Associations had achieved both Federal Tax Exempt Status and an Employer Identification Number.

Regional differences were relatively unimportant, except that fewer Associations in the D.C. and the Great Lakes areas had Federal Tax Exempt Status and Employer Identification Numbers.

The funded versus non-funded breakdown showed that most of the previously-funded and about half of the recently-funded and non-funded had been in existence for more than three years. Of the recently-funded Associations, 9% were actually organized after ORR's MAA

National Demonstration Project Request for Proposals (RFP) was issued on August 6, 1980. An additional 14% of the funded Associations were formed during 1980, previous to the RFP announcement.

As might have been predicted, only non-funded Associations were unincorporated and a higher proportion of the non-funded groups had neither Tax Exempt Status nor a Federal Employer Identification Number.

B. Organizational Composition

In this category, aggregate statistics were not very helpful; therefore we will explore the issues individually, highlighting significant differences as they occured from the results. Membership figures indicated that H'Mong Associations often include the entire local H'Mong population. Two thirds of these Associations claimed over 250 adult members, which is impressive considering total U.S. H'Mong population statistics. At the other extreme, Vietnamese Associations generally showed very few members.

Regional comparisons indicated that D.C. area Associations have the smallest membership, with 3 Associations showing less than 10 members, 4 with 25-50, and 5 with over 100 members.

The comparison of funded and non-funded MAA's revealed that approximately two thirds of the non-funded Associations have more than 250 members; only one third of the recently-funded and previously-funded Associations showed that a high membership.

Data concerning new members (those who have joined during 1980) showed Vietnamese Associations reporting fewer new

members (73% have less than 10 new members). Washington/Oregon, perhaps due to a substantial refugee influx, claimed the most new members; in fact 56% showed very substantial new membership.

The common size of MAA boards of directors was 9 to 12; D.C. MAA's had the smallest Boards (less than 8 in most cases), Washington/Oregon, the largest (average number: 14).

Most interesting was the composition of Association Boards. By definition, multi-ethnic Associations have Board members from each of the different groups. Especially striking was the number of recently-funded Association Boards with Americans on them (45%), in contrast to very few non-funded and previously-funded Association Boards with American Board members. Also interesting was the fact that no surveyed Khmer Association had American Board members, nor did Associations surveyed in Washington/Oregon. More Associations in Texas (about half) had American Board members than in any other region.

Three quarters of the Association Boards met once a month. H'Mong Boards met least often (usually quarterly or semi-annually), multi-ethnic and Khmer, most. Given the large membership trend among the H'Mong, it is logical that H'Mong Associations reported holding general meetings more often than any other groups; Vietnamese and multi-ethnic Associations cited the least frequent general meetings (usually only once a year).

Recently-funded and previously-funded Associations also indicated fewer large general meetings, coupled with Boards that meet monthly. It is possible that the MAA's, once funded to provide services on a consistent basis, have found less need for frequent

large meetings and, like American groups, have decided that management through a Board structure is more practical.

C. Communication

The most popular method of getting news to the community was through word-of-mouth; the second most often used vehicle was newsletters. All of the H'Mong and multi-ethnic Associations reported using word-of-mouth, followed by a substantial portion of the Vietnamese (73%), and fewer of the Khmer (50%) and Lao (40%). A similar, informal type of community outreach is also employed by a great majority of the H'Mong and Lao (78% and 60% respectively). All the multi-ethnic Associations use newsletters, followed by the Lao (70%), Vietnamese (69%), and Khmer (60%) with the H'Mong least enthusiastic about newsletters, perhaps because many members are pre-literate.

Regional differences showed a range of preferences: word-of-mouth varied from 83% in D.C. to 44% in Washington/Oregon. Newsletters were most utilized in the Great Lakes area (83%) and least in Texas (73%).

Funded compared to non-funded differences in communications showed that two thirds of the previously-funded Associations also used periodic fliers or announcements. Word-of-mouth and newsletters were utilized by 83% of the previously-funded Associations. Barely half of the recently-funded Associations communicated through word-of-mouth, relying far more heavily on newsletters.

IV. RESOURCES OF THE ASSOCIATIONS

This section explores resources such as physical facilities, staff, funds from members, and volunteer time currently available within the Associations themselves, and describes their search for funding from various public and private sources. The last part contains an analysis of activities MAA's presently are funded to perform.

A. Current Resources

1. Physical Space

Aggregate statistics showed that:

- 42% of the surveyed Associations either did not have an office, or used their President's private home as the Association office;
- 40% rented an office; and
- 17% had the use of donated office space.

Facilities for general meetings, on the other hand, seemed to be more readily available to the Associations. Very few had to rent space; others had access to a church, community center, school, or other large meeting space.

Comparisons by ethnic groupings showed that relatively more multi-ethnic Associations had their office space donated (60%); all others showed only minimal support of this kind (10% to 20%). Frequency of offical rental ranged from half the Khmer, fewer Vietnamese, multi-ethnic and H'Mong, to only a third of the Lao

Associations. A relatively high proportion of H'Mong Associations held general meetings in "other" types of space, often outdoors.

Regional differences lead to the conclusion that Washington/Oregon area Associations have had the greatest support in terms of their physical space needs: more than half reported donated offices (other areas were very low, ranging from 0% to 13%). A substantial proportion of the Washington/Oregon support came from churches, where two thirds reported holding large meetings. Likewise, Great Lakes Associations showed important church support, holding half of their large gatherings in churches.

Funded compared to non-funded MAA differences were most interesting in terms of the non-funded Associations, two thirds of whom had no office. Of the non-funded MAA's, 25% reported donated office space; only a few were able to afford rental office space. All the previously-funded Associations rented their office space. A tiny proportion (10%) of the recently-funded Associations have been given space for their new offices.

2. Staff

Of the sixty Associations surveyed:

- 42% had no paid staff;
- 30% had between one and three full-time paid staff persons;
- 15% had four to six paid staff;
- 7% had seven to ten staff persons; and
- 7% had more than ten full-time personnel.

Two thirds of the H'Mong Associations had no staff; one third of the Vietnamese and Khmer were in the same predicament. All five

multi-ethnic Associations surveyed had paid personnel. One Association in each ethnic group, excluding Lao, had a very large (more than ten person) staff. Overall, Lao Associations had the least number of paid staff.

Regional breakdowns showed Washington/Oregon and the Great Lakes as having the highest percentage of Associations with no paid staff (67%), California the lowest (only 13%). Overall, the D.C. area seemed to have the fewest total staff members (half have no staff at all, the other half had between one and three). California Associations had the highest numbers of paid Association personnel:

- o 27% (4) had seven to ten staff persons;
- o 27% (4) had more than ten paid staff.

Funded compared to non-funded MAA data showed that previously-funded Associations had the largest staffs (two thirds had more than ten, no one else did); recently-funded were next (most had between one and three staff members) and non-funded Associations had the smallest or no staff. It was surprising that non-funded Associations had any staff at all (13% showed four to six staff persons; and 16%, one to three paid personnel). One partial explanation might be that a few of these Associations have received some funding from sources other than government grants. While this is true to a certain extent (ACTION mini-grants and small amounts of foundation support), it seems that these few non-funded Associations have been very resourceful in the identification and use of minimal funds to support volunteer work. In addition, several of the Buddhist Associations have managed to maintain their monks entirely on resources from within the ethnic community.

B. Search for Grants: Which Associations Applied?

Of the Associations in this survey, 83% had applied for a grant. Of those who applied, 72% (50 Associations) had received some kind of a grant, often in the form of the $5,000 or less ACTION mini-grants. Although uniformly high proportions of the ethnic groups applied for grants (multi-ethnic - 100%), Vietnamese - 85%; Khmer and Lao - 80%; H'Mong - 78%), success rates for those who applied were quite different. Applying multi-ethnic and Khmer Associations had the highest success rate (100% and 88% respectively), followed by Vietnamese (73%), H'Mong (57%) and Lao (50%).

Regional differences showed most grant applications coming from Washington/Oregon (all 9 surveyed Associations), followed by California, Great Lakes, and D.C., with the least from Texas (3 Associations). Among those who tried, California Associations had the highest success rate (85%), then Great Lakes (70%), D.C. and Texas (68%), with Washington/Oregon having the lowest percentage of acceptance (44%), but the highest number of applicants.[11/]

Funded MAA's compared to non-funded ones showed predictable differences: all previously-funded and recently-funded Associations applied for and received grants, except for one Cambodian Association classified here in the previously-funded category. (This particular Association did not actually apply for a grant, but is funded through the Cambodian Association of America

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11/ Even as this survey report was being written, these statistics were changing; two more surveyed Associations in the Washington/Oregon region have recently received small grants from private sources.

National Demonstration Project). The non-funded Associations were most interesting: 72% of them applied for a grant; of those who applied, 35% received some type of small grant ($5,000 or less).

C. Search for Grants: Where do the Associations Look for Funding?

The vast majority of surveyed Associations applied for a federal grant; a few sought refugee funds from state and local governments. A small portion applied to private foundations and voluntary agencies for funding.

All ethnic groups had some Associations applying to federal and state sources; only multi-ethnic and H'Mong applied to local governments; only multi-ethnic, Vietnamese, and Khmer groups applied to private foundations and voluntary agencies.

The new information within the funding-type breakdown is that a relatively high percentage of the non-funded Associations applied for a federal grant; more non-funded Associations than funded ones tried to tap private foundations; nearly equal percentages of funded and non-funded groups sought state monies. Thus, the non-funded Associations appeared to be more persistent in seeking private funds than those that were recently funded by ORR.

D. Services That Have Been Funded

Of the Associations in this survey that have been funded in some manner, many are providing multiple types of services:

- o 52% Direct social services
- o 38% Information and referral, or orientation, including newsletters and a radio program
- o 20% Capacity building work, either within the Association or the community
- o 5% Professional training, or cultural activities
- o 5% Training and/or support for volunteers.

More funded multi-ethnic and, next, Khmer Associations are doing social services and information/referral, orientation. Multi-ethnic Associations are active in ESL and vocational training. Only Khmer and Vietnamese Associations are funded for cultural heritage activities. Lao and Vietnamese Associations are the only ones funded to utilize or train volunteers.

Regional breakdowns indicated that more funded Associations in California (73%) than in Washington/Oregon, the Great Lakes, Texas or D.C. are providing social services. Information/referral and orientation is also funded most often in California (53%); then Washington/Oregon and D.C. (both 33%), followed by Great Lakes and Texas (both 17%). ESL and vocational training are being provided in California by almost a third of the funded Associations, by a few in D.C., and by an almost insignificant number in the Washington/Oregon area. A third of the funded Associations in Washington/Oregon and Texas have been funded to build Association capacity, and only one or two in the Great Lakes, California and

D.C. area are funded to do this. Of the D.C. Associations, 17% are doing professional training; in California, 7% are active in professional training. Only D.C. and the Great Lakes Associations are funded for cultural activities and provision of volunteers.

Differences between funded and non-funded MAA's revealed that social services, information and referral, ESL, vocational training, and capacity building are being provided most often by the more established Associations which were previously funded. Next in providing these services are the twenty-two Associations recently funded through OPR, and, to a very minimal extent, the small fraction (5%) of those "non-funded" groups that have managed to get a little support from the private sector. Of the twenty-two recently-funded Associations, three are funded to provide professional training and cultural preservation activities. Only 9% of the "non-funded" Associations in this survey -- the ones that have ACTION mini-grants -- are funded to support and train volunteers.

V. NETWORKING/ESTABLISHING LINKAGES

This section of the survey was intended to identify the extent to which Indochinese Mutual Assistance Associations have developed linkages with one another and with non-Indochinese groups. It also illustrates the degree to which members of the Associations are on various state and local government advisory bodies.

A. Cooperation With Other Associations and Agencies

Of the sixty Associations surveyed, more than half indicated awareness of other groups in the community that might be willing to help with planning, management and fund-raising. Sources of potential assistance as perceived by the Associations were:

- 32% churches and church networks
- 22% voluntary agencies and their affiliates
- 13% other Indochinese Associations
- 12% the local business community
- 20% other miscellaneous sources such as community service providers, The United Way, local universities and community colleges, specific professional associations, local radio and television stations, plus numerous minority alliances and coalitions (neighborhood, county-based, state-wide and national).

About 95% indicated that they have a working relationship with other agencies and Associations. A majority (70%) said they cooperate with MAA's of the same ethnic background, or with another ethnic group from Indochina. Some work with other Asian

groups, others with American groups. Nearly a third had joined with others to work on specific issues. A high number (69%) reported that American social service providers have consulted Association leaders about the service needs of their communities.

Ethnic differences showed that, whereas a substantial portion of Khmer and the multi-ethnic Associations were aware of others in the community who might help them, very few H'Mong MAA's (44%) and even fewer Lao (30%) had these connections. Also, with the exception of the multi-ethnic and, to a lesser extent, the Vietnamese, the percentage of Associations indicating they had joined with other groups to work on specific issues was low (10%). When asked about being consulted by American social service providers, fewer H'Mong MAA's (22%) reported these agencies seeking the advice of H'Mong MAA and community leaders.

Regional differences indicated that Texas area Associations are the most isolated. Few knew of the other groups willing to help them, nor were many consulted by American social service providers. In contrast, a majority of the California (86%), Great Lakes (83%), and Washington/Oregon (77%) Associations have been asked for their input concerning local refugee needs.

Funded MAA compared to non-funded MAA differences revealed that many of the ORR-funded MAA's (73%) are aware of others willing to help them; about half the non-funded ones seem to have this advantage. Very few of the previously-funded MAA's listed other groups willing to assist; instead, one or two of these expressed a willingness and ability to give technical training (and other capacity building assistance) to Indochinese MAA's.

B. Representation on Various State and Local Government Advisory Bodies

- Twelve Associations (20%) are represented on their State Refugee Advisory Council;
- Four (7%) are represented on their Manpower Planning Council;
- Four (7%) are represented on the Title XX Advisory Board;
- Twelve (20%) are part of other local bodies such as a refugee forum or task force, etc.

H'Mong MAA's appeared to have the highest proportion of representatives on the new State Refugee Advisory Councils, which are responsible for advising on and amending their state's refugee social service plan. In the Washington/Oregon area, four Associations were represented on these State Councils, as opposed to only one or two Associations in D.C., the Great Lakes and Texas.[12/] In general, however, California appeared to have greater MAA representation on the various advisory bodies.

Among the funded versus non-funded breakdowns:

- o Approximately one third of the previously-funded and non-funded Associations reported representation on the State Refugee Advisory Councils;
- o 23% of the previously-funded MAA's are now on the Title XX Advisory Boards, plus a few of the recently-funded;
- o 16% of the previously-funded MAA's are currently members of the Manpower Planning Council, as well as a few non-funded Associations.

12/ These statistics will change as States locate more MAA representatives for their Advisory Councils.

/ Appendix A-1 /

METHODOLOGY

The sixty-four MAA's orginally chosen for this survey included twenty-two MAA's funded under the ORR MAA National Demonstration Project grant award of September, 1980; six nationally-based MAA's; and thirty-six MAA's selected according to the following critieria:[13/]

(1) Proven record of social service, cultural/ educational service or professional service to their communities;

(2) Ethnic balance according to refugee population, adjusted to compensate for ORR-funded and nationally-based MAA's located in the same geographic area; and

(3) Location in one of the following five impacted geographic areas: California; Washington/Oregon; the Great Lakes region (Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin); the Texas area (including Oklahoma); and the D.C. area (the District of Columbia, Maryland, Pennsylvania and Virginia).

Among those thirty-six MAA's there were four non-responses,[14/] resulting in thirty-two selected MAA's, and a total of sixty MAA's in the completed survey.

Prior to the actual interview, a letter explaining the survey was sent to the President of each MAA (Appendix B). Interviews were then conducted by telephone, using a detailed questionnaire (Appendix C). For the most part, interviewers had made previous

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13/ See Table IV, Appendix A-2.

14/ For the purpose of clarity, rather than including the four non-responses in any analyses, we will simply enumerate them here (noting they are all non-funded): Vietnamese Association in Texas; Vietnamese Association in California; Mien group in Washington/Oregon; Vietnamese Association in Washinton/Oregon.

contact with, or were known by the MAA Presidents. In all cases, respondents knew of the Indochina Refugee Action Center (IRAC) and were favorably disposed toward the interview. Therefore, results obtained are believed to be accurate and to have had full cooperation of those interviewed.

Survey results have been charted and tabulated; detailed tables besides those included with this report are available in the IRAC office at 1025 15th Street, N.W. Suite 700; Washington, D.C. 20005.

As mentioned briefly in the body of this report, survey results were analyzed and comparisons made along several different lines: funded or non-funded organizations, regional (or geographic), and ethnic differences. Each of these categories is described in more detail here.

1. Funded or Non-Funded MAA's

This category included the twenty-two Indochinese MAA's funded through the Office of Refugee Resettlement's National Demonstration Project for MAA's (recently-funded); thirty-two Associations that have not yet been funded to any large extent by either Federal, State and local governments, nor by private foundations (non-funded); plus a final group of six Associations (previously-funded) which had received some funding before the ORR grant awards to MAA's in September, 1980. Also contained in the previously-funded group is a local Cambodian Association funded through subcontract from the (national) Cambodian Association of America. In reality, both Cambodian Associations are newcomers to the grants management scene.

2. Ethnic Breakdowns

Within the ethnic category, multi-ethnic represents two distinct types. The first is ethnic Chinese from all three countries of Indochina; the second includes Associations with a Board (and staff) made up of Khmer, Lao and Vietnamese.

3. Groupings of MAA's by Geographic Regions

Including the twenty-two recently-funded and six national MAA's has led to ethnic imbalances in two regions. For instance, the location of both an ORR-funded and a national Lao Association in Texas led to an over-emphasis on Lao there; likewise, the presence of two national Vietnamese organizations, as well as three ORR-funded Vietnamese Associations in the D.C. region led to a preponderance of Vietnamese responses from the D.C. area. It should also be mentioned that Pennsylvania has been considered with the D.C. region. Finally, six of the twenty-two ORR-funded Associations are not located in the five targeted geographic regions; therefore, their responses were not included in the geographic differences analysis.

SELECTION OF MAA'S FOR THE SURVEY

	D.C. METRO AREA					GREAT LAKES AREA					TEXAS AREA					CALIFORNIA					WASHINGTON/OREGON					OTHER				
TOTAL MAA's */	90					70					35					160					45					N/A				
TOTAL Refugee Population **/	37,913					55,228					44,266					142,094					32,137					N/A				
	VN	K	L	H'M	***/ M/E	VN	K	L	H'M	M/E	VN	K	L	H'M	M/E	VN	K	L	H'M	M/E	VN	K	L	H'M	M/E	VN	K	L	H'M	M/E
ORR - Funded (22)	3		1		1	1	2						1			1	1	1		1	3					2	1		2	1
Nationally Based (6)	2	1											1				1		1											
Selected (36)	3		1			5		2	2		2		1	1		6	1		2	1	1	2	2	2	1					
Non-Response											-1					-1					-1			-1						
ACTUAL TOTAL (by Ethnic)	8	1	2		1	6	2	2	2		1	1	3	1		6	3	1	3	2	3	2	2	1	1	2	1		2	1

*/ Drawn from IRAC MAA Listings.

**/ Drawn from November 30, 1980 statistics (State Department/ORR).

***/ Multi-ethnic.

Appendix A-3

AREAS OF CAPACITY BUILDING NEEDS

EXPRESSED BY PRIORITY

(Total: 60)

	Funding		Program Development		Administration		Community Organization		Organizational Development	
	#	(%) */	#	(%)	#	(%)	#	(%)	#	(%)
FIRST PRIORITY	36	(60%)	9	15%	4	7%	3	5%	4	7%
SECOND PRIORITY	10	17%	18	(30%)	10	17%	9	15%	2	3%
THIRD PRIORITY	3	5%	11	18%	15	(25%)	8	13%	4	7%
AGGREGATE:	49	82%	38	63%	29	48%	20	33%	10	17%

*/ Due to rounding off, percentages do not always add up.

Appendix A-4

MAA CAPACITY BUILDING NEEDS ASSESSMENT

(Total - 60)

	Total Number of Positive Answers	Percentage of Total Surveyed (60)
ORGANIZATIONAL DEVELOPMENT		
Training a board of directors	37	62%
Incorporation	6	10%
Staff training	46	77%
Membership drive	27	45%
ADMINISTRATION		
Financial planning, budgeting	42	70%
Bookkeeping	31	52%
Accounting	33	55%
Preparing for audits	44	73%
Training for managers	39	65%
Grants management	49	82%
PROGRAM DEVELOPMENT		
Needs assessment	23	38%
Designing specific programs and proposals	47	78%
Design of evaluation	44	73%
Proposal writing	47	78%
FUNDING		
Information on and access to alternative funding sources	57	95%
Fund-raising expertise	54	90%
COMMUNITY ORGANIZING		
Utilizing resources within the community	41	68%
Joining forces with others who have similar goals	39	65%
Locating, managing and training volunteers	43	72%
SPECIFIC PROGRAM AREAS REQUIRING ASSISTANCE		
Orientation	33	55%
English-as-a-Second-Language	39	65%
Vocational training programs	25	42%
Information and referral and outreach	30	50%
Health related services	24	40%
Social adjustment services	40	67%
Family counseling	35	58%
Employment services	32	53%
Cultural activities	26	43%
Other	7	12%

Indochina Refugee Action Center

1025 Fifteenth Street NW, Suite 600
Washington, D.C. 20005
(202) 347-8903

MEMORANDUM

TO: Mutual Assistance Associations

FROM: Robert J. Stein

RE: NEEDS ASSESSMENT SURVEY

During the past year, the importance of refugee self-help groups has become apparent. Both public and private agencies are beginning to consult with the leaders of refugee groups to plan and improve resettlement activities. Most recently, the Office of Refugee Resettlement at the Department of Health and Human Services has made available $1.2 million to the Mutual Assistance Associations for supportive services to their own communities. In all, twenty-six MAA's received federal funding for FY 1981.

Indochinese leaders have emphasized the need for training and technical assistance that would enable more Mutual Assistance Associations to play an effective role in the future resettlement of their own peoples. In order to accurately assess these needs (organizational development, program design, proposal writing, access to funding sources, etc.), the Indochina Refugee Action Center is conducting an informal telephone survey of more than fifty associations across the country. We would greatly appreciate your willingness to discuss your association and its prospective goals. The purpose of this study is to draw the various Indochinese self-help groups into the process of defining their problems and needs, suggesting solutions and helping to design an overall strategy to meet those needs. A clear identification of MAA problems and objectives should greatly facilitate policy planning.

When the results of this needs assessment have been compiled, IRAC will continue to communicate with MAA leaders to design appropriate methods for delivering training and technical assistance. Based on the assessment and other information IRAC has gathered, IRAC will consider seeking public and private funding to respond to the needs of MAA's.

We appreciate your cooperation and look forward to working with you on these issues. Someone from our office will contact you shortly.

RJS:cox

Date: _____ / TRAINING AND TECHNICAL ASSISTANCE - NEEDS ASSESSMENT / / Appendix C /

1.0 ORGANIZATION NAME: _____

ADDRESS: _____ / Room
Street

_____ / _____ / _____
City State Zip

CONTACT PERSON: _____ TITLE: _____

DAY PHONE: / / _____ NIGHT PHONE: / / _____
Area Area

2.0 PURPOSE OF THE ORGANIZATION

(2.1) Social/fraternal ☐ (2.4) Professional ☐

(2.2) Educational/cultural ☐ (2.5) Political ☐

(2.3) Religious ☐ (2.6) Student ☐

3.0 ACHIEVEMENTS OF THE ORGANIZATION

(3.1) What have been the major achievements of the association over the past year?

_____

_____

_____

(3.2) Goals set, but not achieved: _____

_____

(3.3) Why not? _____

(3.4) Does your association have an immediate plan of activities to help the members of your community? ☐ Yes ☐ No

(3.5) Describe: _____

_____

(3.6) What role do you see for your association in the next five years?

_____

_____

4.0 NEEDS OF THE ORGANIZATION

(a) Organizational Development

(4.1a) ☐ Training a board of directors (4.3a) ☐ Staff training

(4.2a) ☐ Incorporation (4.4a) ☐ Membership drive

4.0 (b) NEEDS OF THE ORGANIZATION (Cont'd)

(b) Administration

(4.1b) ☐ Financial planning, budgeting

(4.2b) ☐ Bookkeeping

(4.3b) ☐ Accounting

(4.4b) ☐ Preparing for audits

(4.5b) ☐ Training for managers

(4.6b) ☐ Grants management

4.0 (c) (c) Program Development

(4.1c) ☐ Needs assessment

(4.2c) ☐ Designing specific programs & proposals

(4.3c) ☐ Design of evaluation

(4.4c) ☐ Grant writing

4.0 (d) (d) Funding

(4.1d) ☐ Information on & access to alternative funding sources

(4.2d) ☐ Fund-raising expertise

4.0 (e) (e) Community Organizing

(4.1e) ☐ Utilizing resources within the community

(4.2e) ☐ Joining forces with others who have similar goals

(4.3e) ☐ Locating, managing and training volunteers

4.0 (f) (4.f) If you could have assistance with only one area of need, which would be your:

First priority: _____

Second priority: _____

Third priority: _____

4.0 (g) (g) If you are currently providing (or considering providing in the future) any of the specific services listed below, please tell us what kinds of assistance you might need.

(4.1g) ☐ Orientation:

☐ for in-coming refugees

☐ for sponsors

☐ for the receiving community

(4.2g) ☐ English-as-a-Second-Language:

☐ teacher training

☐ curriculum development

☐ survival ESL or pre-ESL.

☐ vocational ESL

4.0 (g) NEEDS OF THE ORGANIZATION (Cont'd)

(4.3g) ☐ Vocational training programs

(4.4g) ☐ Information, referral, outreach

(4.5g) ☐ Health related services

(4.6g) ☐ Social adjustment

- ☐ Mental health programs
- ☐ Training in bi-cultural orientation
- ☐ Training in cross-cultural communication

(4.7g) ☐ Family counseling

- ☐ Special needs of women
- ☐ Special needs of teenagers
- ☐ Special needs of unaccompanied minors
- ☐ Special needs of older people

(4.8g) ☐ Employment services

(4.9g) ☐ Cultural activities

(4.10g) ☐ Other (please specify):

- ☐ _____
- ☐ _____

5.0 HISTORY OF THE ORGANIZATION

(5.1) When was your association founded? _____

☐ 1-6 Mos. ☐ 6-12 Mos. ☐ 1-2 Years ☐ Older: Num. Yrs.____

(5.2) Does the association have by-laws or charter? ☐Yes ☐No ☐☐☐Date Mo. Yr.

(5.3) Is the association incorporated? ☐Yes ☐No ☐☐☐Date Mo. Yr.

(5.4) Is the association non-profit? ☐Yes ☐No

(5.5) Does the association have a federal tax-exempt status? ☐Yes ☐No ☐Pending

(5.6) Does the association have a federal employer identifiation number?

☐Yes ☐No ☐☐☐Date Mo. Yr. ☐ Pending

5.0 HISTORY OF THE ORGANIZATION (Cont'd)

(5.7) Number of active (participates regularly in activities) or dues-paying members: ☐

(5.8) Number of new members (joined during 1980): ☐

(5.9) Projected membership during 1981: ☐

(5.10) Number of Board Members: ☐

(5.11) Number of Americans on Board (if any): ☐

(5.12) Frequency of Board Meetings: _____

(5.13) Frequency of General Meetings: _____

6.0 LOGISTICS AND COMMUNICATION

(6.1) Does the association currently have an office? ☐ Rented? ☐ In a private home? ☐

(6.2) Does the association have facilities, or access to facilities, for large meetings? ☐ Yes ☐ No If so, which does the association most often use?

(6.2a) ☐ in a community center

(6.2b) ☐ at a church

(6.2c) ☐ at a school

(6.2d) ☐ other: _____

(6.3) How many paid staff does the association currently have? ☐

(6.3a) ☐ Full-time (over 30 hours per week) - Number ☐

(6.3b) ☐ Part-time (less than 20 hours) - Number ☐

(6.4) ☐ What are their responsibilities?

(6.4a) ☐ Service delivery

(6.4b) ☐ Secretarial

(6.4c) ☐ Fund-raising

(6.4d) ☐ Public relations

(6.4e) ☐ Other (specify): _____

(6.5) How does the association publicize its activities?

(6.5a) ☐ Newsletter (6.5c) ☐ Ads in local paper

(6.5b) ☐ Radio (6.5d) ☐ Word of mouth

(6.5e) ☐ Fliers (6.5f) ☐ Other (specify): _____

7.0 FUNDING

(7.1) What amount does your association raise yearly?

(7.1a) ☐ $ 0

(7.1b) ☐ $1 to $100

(7.1c) ☐ $100 to $500

(7.1d) ☐ $500 to $1,000

(7.1e) ☐ $1,000 and over ☐

(7.2) Has the association ever applied for a grant? ☐ Yes ☐ No

(7.2a) If so, where?

☐ Federal ☐ State ☐ Local ☐ Private foundation

☐ Volag ☐ Other (specify): _____

(7.3) If funded, what is your association funded to do?

_____

_____

_____

(7.4) What is the funding source (if many, list two major sources)?

_____

_____

(7.5) Is your association aware of funding sources (other than government grants) in your community? ☐ Yes ☐ No

(7.5a) List some: _____

_____

8.0 INTERESTS

(8.1) Why do people join your association?

(8.1a) ☐ Purpose (8.1b) ☐ Leadership (8.1c) ☐ Friendship

(8.1d) ☐ Services (8.1e) ☐ Social Activity (8.1f) ☐ Other (specify): _____

(8.2) What type of activity /most often/ brings people together in your community?

(8.2a) ☐ Social (8.2b) ☐ Cultural events (8.2c) ☐ Celebrations

(8.2d) ☐ Classes (8.2e) ☐ Fund-raising (8.2f) ☐ Other (specify): _____

(8.3) How many events does your association hold during a year? ☐

List: _____

8.0 INTERESTS (Cont'd)

(8.4) How is your association perceived by members of your own ethnic community who do not belong to your association?

(8.4a) ☐ Favorably (8.4b) ☐ Look to us for leadership

(8.4c) ☐ Don't understand us (8.4d) ☐ Are jealous of us

(8.4e) ☐ Mistrust us (8.4f) ☐ Want to know more about us

(8.4g) ☐ Want to be part of our organization

(8.5) ☐ How is your association perceived by other Southeast Asian groups?

_____

_____

(8.6) ☐ How is your association perceived by Americans?

_____

_____

9.0 ESTABLISHING LINKAGES

(9.1) Are you aware of any other groups in your community that might be willing to help members of your association with planning, management and fund-raising? ☐ Yes ☐ No

(9.1a) ☐ Volags (9.1b) ☐ Churches (9.1c) ☐ Other ethnic groups

(9.1d) ☐ Business community (9.1e) ☐ Other (specify): _____

(9.2) Does your association have working relationships or cooperate with other groups? ☐ yes ☐ no

(9.2a) ☐ Other MAA's from your ethnic background

(9.2b) ☐ Another ethnic group from Indochina

(9.2c) ☐ Other Asian groups - Specify: _____

(9.2d) ☐ Any other groups (specify): _____

_____

_____

(9.3) Has your association joined with other groups to work on a specific issue? ☐ Yes ☐ No (Housing, for example)

If so, which groups?: _____

_____

_____

(9.4) Have American social service providers consulted your association leaders about the service needs of your community? ☐ Yes ☐ No

If yes, please describe: _____

_____

9.0 ESTABLISHING LINKAGES (Cont'd)

(9.5) In which of the following is your association represented?

(9.5a) ☐ State Refugee Advisory Council

(9.5b) ☐ Manpower Planning Council

(9.5c) ☐ Title XX Advisory Board

(9.5d) ☐ Other (specify): _____

_____

10.0 ASSISTANCE GIVEN OR OFFERED TO YOUR ASSOCIATION

(10.1) Describe the assistance: _____

(10.2) Who offered it? ☐ HEW ☐ ACTION ☐ VOLAGS ☐ I-TAP (CA&TX only)

☐ Churches ☐ Individuals ☐ Other (specify): _____

_____

(10.3) If a workshop or seminar, did you attend? ☐ Yes ☐ NO

Why or why not? _____

Number of days: _____ Number of participants: _____

Topics covered:

☐ Organizational development ☐ Administration

☐ Program development ☐ Funding

☐ Community organizing ☐ Other (specify): _____

_____

What was good? _____

What was missing? _____

(10.4) In your opinion, what type of training would be of most benefit to your association?

☐ Saturday workshops ☐ Evening training sessions (Monthly/Weekly - circle choice)

☐ A two or three day seminar

☐ Other (specify): _____

_____

PLEASE USE THE ADDITIONAL SPACE PROVIDED ON PAGE 8 FOR SUGGESTIONS. IT'S IMPORTANT, ALSO, WHEN NOTING ADDITIONAL INFORMATION TO REFER TO THE NUMBERED OR LETTERED SURVEY CODE

/ ADDITIONAL INFORMATION/SUGGESTIONS /

federal register

Wednesday
August 6, 1980

Vol. 45, No. 153 / Wednesday, August 6, 1980 / Notices 52295

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Resettling Refugees: Availability of funding

AGENCY: HHS, Office of Refugee Resettlement (ORR), Office of the Secretary.

ACTION: Notice of the availability of funding.

SUMMARY: This document governs the award of grants for up to $50,000 each to assist non-profit refuge Mutual Assistance Association (MAAs) in providing services to persons legally admitted as refugees.

DATE: Grant application may be mailed, first class mail, postmarked not later than 11:59 p.m. Monday, September 8, 1980 or delivered not later than 5 p.m., Eastern Time, on the same date at the Central Office, Office of Refugee Resettlement, Room 1229 Switzer Building, 330 C Street S.W., Washington, D.C. 20201.

FOR FURTHER INFORMATION CONTACT:

Lam Pham, 202–245–0061.

SUPPLEMENTARY INFORMATION:

I. Background

The Office of Refugee Resettlement (ORR) is authorized to make grants to non-profit organizations which provide services to refugees to facilitate their resettlement and help them attain self-sufficiency. Nationwide, many MAAs have evidenced strong interest in assisting this effort. This resource is both significant and historically appropriate. However, as refugees, members of the MAAs often lack the financial resources necessary to develop their full potential in service delivery, and their lack of familiarity with American fund-raising practices often inhibits their ability to develop necessary community based funding sources. To take advantage of their interest in, willingness to, and special ethnic consideration in assisting their fellow-countrymen, ORR will fund specific resettlement activities and services of a number of MAAs, up to a total of $50,000 each, on a competitive and demonstration basis during FY 1980.

II. Authorization

Funds for the activity described below will be provided under the Refuge Act of 1980. Catalogue of Federal Domestic Assistance No. 13.814.

III. Eligible Grantees

Eligible grantees are MAAs which are incorporated as non-profit organizations under the laws of their State, and which have, as a major objectives, the provision of services on behalf of refugee resettlement. Coalitions of such organizations are encouraged, especially where linkages and coordination with other resettlement organizations can be shown. Excluded from funding under the notice are private for-profit agencies or firms. A major objective is to encourage organizations not already receiving substantial government funding, through other mechanisms, and so priority will be given to such organizations.

IV. Allotment of Funds

Approximately $800,000 will be made available, nationwide, for purposes of this announcement for the 12-month period following the date of award. These will be one-year grants, in the maximum amount of $50,000. It is expected that successful applicants for these funds will seek subsequent funding, if warranted in future years, through other mechanisms.

V. Scope of Activities

Grants issued pursuant to this notice are intended to enhance the administrative and technical capacities of MAAs to deliver services, and to assist them in providing services in their respective communities. Such services should be in addition to those already being provided by the applying MAAs, and should be related to specific and demonstrated unmet service needs of refugees in the community where the MAA is headquartered.

In anticipation of subsequent funding through purchase of service contracts with the States in which they are operating, activities proposed may include one or any combination of the following: outreach, assessment, manpower, (career counseling, employability planning, job orientation, job development, job placement and follow-up), English As A Second Language training, vocational training, skills recertification, day care, transportation-related services, and social adjustment including information and referral services, counseling services, health related services and home management services, translation and interpreter services, and legal service.

In addition, in recognition of the need by MAA leaders and staff for training, courses for staff, related to activities proposed in the grant are encouraged, as well as activities related to capacity-building of the individual organizations. Rental of real estate for offices or service delivery is permitted, but purchase for this purpose is not. In anticipation of the MAA's needs to strengthen organizational capabilities, MAAs may include in this proposal a period of two months for activities related to start-up.

Not permitted under this notice are direct transfer of funds to refugees, purchase of resettlement resources such as furniture or food for clients, purchase of real estate for clients, funds for transportation except in connection with other services, or the funding of ethnic entertainments festivals, religious activities, or political activities. Notwithstanding the ethic makeup of the grantee, assurance must be given that service will provided to all refugees, regardless of country or origin.

VI. Application Submission and Approval Procedures

Associations which plan to apply should immediately comply with requirement of OMB Circular A-95, which requires that they notify both state and regional clearinghouses of their intent to submit an application. Details of this request and an address of the appropriate clearinghouse may be obtained by calling, toll-free, 800-424-0212. The short period of time between publication of this notice and award of grants makes it imperative that applicants comply with this requirement immediately.

Eligible applicants may request grant applications from the Office of Refugee Resettlement, HHS, 330 C Street S.W., Washington, D.C. 20201, 202-245-0403. an original application and six copies must be received by the Director, Office of Refugee Resettlement, Room 1229 Switzer Building, 330 C Street, S.W. Washington, D.C. 20201, by 5 p.m. Eastern time on Monday September 8, 1980, or sent by first class mail, postmarked before 11:59 p.m. September 8, 1980. No other grant applications will be accepted.

Panels will be convened to evaluate and rank the proposals based on criteria outlined in Section VII of this notice. Grant awards will be issued prior to September 30, 1980.

VII. Criteria for Evaluating Applications

Project grant applications will be evaluated and rated according to the following criteria:

1. Clear identification of a serious service need of the local refugee community it wishes to serve related to attaining self-sufficiency, which is not being met by current providers.
2. Familiarity of the applicant with local community refugee resettlement process.
3. The extent to which the association is clearly identified with and is supported by the refugee community and is familiar with the specific and distinct needs of its respective community.
4. The presentation of a clear and feasible method by which the applicant proposes to meet the previously unmet need or needs.
5. The extent to which activities can be evaluated quantitatively and qualitatively.
6. The extent to which the applicant can demonstrate the ability to deliver the proposed services, including program timelines.
7. Demonstration of staff competencies. When staff training and development is a part of the proposal, the extent to which this relates to a specific task or tasks to be performed should be indicated.
8. Capability of organization to manage and account for funds.
9. The reasonableness of anticipated costs.

VIII. Application content

All applicants will use Standard Form 424, "Federal Assistance" in submitting project proposals, Grant applications must also include the following:

1. Assurance that applicant has complied with procedures of OMB Circular A-95, involving notification of a State or regional clearinghouse. (See Item VI, Paragraph 1 above.)
2. Description of the applicant organization, including its organizational mandate, funding sources principal officers, addresses, telephone number, and photo copies of the organization's certificate of non-profit status (S01-C-3 papers).
3. Description of the MAA's resettlement activities at present, and its experience in the activities proposed in the grant application.
4. Staffing plan, including position description and qualifications of project director and key staff.
5. Work plan for carrying out activities.
6. Management plan. A plan for fiscal and program management to accomplish proposed objectives. The plan should describe how the proposed organization intends to administer the project, train staff, maintain records and evaluate performance.
7. Proposed budget.

IX. Records and Reports

Grantees will be required to maintain such fiscal and operational records as are necessary for federal monitoring and auditing of the grant. Quarterly project progress reports will required, due 30 days after the last day of each quarter following the effective date of the grant.

Roger P. Winter,

Director, Office of Refugee Resettlement.

[FR Doc. 80-23889 Filed 8-5-80; 10:46 am]

BILLING CODE 4110-12-M

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